United Nations ST/SGB/2010/3

Secretariat

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Secretary-General's Bulletin

Organization and terms of reference of the Office of Administration of Justice

The Secretary-General, pursuant to General Assembly resolutions 61/261, 62/228 and 63/253 and in accordance with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by ST/SGB/2002/11, and for the purpose of establishing the organizational structure and terms of reference of the Office of Administration of Justice, promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by ST/SGB/2002/11.

Section 2
Functions and organization

2.1 The Office of Administration of Justice is an independent office responsible for the overall coordination of the formal system of administration of justice, and for contributing to its functioning in a fair, transparent and efficient manner. In this regard, the Office provides substantive, technical and administrative support to the United Nations Dispute Tribunal and the United Nations Appeals Tribunal through their Registries; assists staff members and their representatives in pursuing claims and appeals through the Office of Staff Legal Assistance; and provides assistance, as appropriate, to the Internal Justice Council.

2.2 The Office is divided into organizational units, as described in the present bulletin.

2.3 The Office is headed by an Executive Director. The Executive Director and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5, as amended by ST/SGB/2002/11.

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Section 3
Executive Director

3.1 Without prejudice to the independence of the Office of Administration of Justice, the Executive Director shall report to the Secretary-General regarding the work of the Office.

3.2 The Executive Director is responsible for the management and administration of the Office of Administration of Justice, and for ensuring efficiency, transparency and accountability in the work of the Office.

3.3 The Executive Director develops the work programme of the Office, provides direction and guidance to ensure the overall implementation of the work programme, and is responsible for the management of the human and financial resources of the Office. The Executive Director is responsible for ensuring the provision of assistance to the Internal Justice Council.

3.4 The Executive Director advises the Secretary-General on systemic issues relating to the administration of internal justice, including by recommending changes to regulations, rules and other administrative issuances that would improve the functioning of the system of administration of justice.

3.5 The Executive Director prepares reports of the Secretary-General to the General Assembly on issues relating to administration of justice; liaises, as appropriate, on those issues with other offices; and represents, as necessary, the Secretary-General at meetings of intergovernmental bodies, international organizations and other entities on issues of administration of justice.

3.6 The Executive Director is responsible for disseminating information regarding the formal system of administration of justice.

Section 4
Principal Registrar

4.1 The Principal Registrar is accountable to the Executive Director.

4.2 Under the authority of the Executive Director, without prejudice to the authority of the judges of the United Nations Dispute Tribunal and the United Nations Appeals Tribunal in relation to judicial matters, the Principal Registrar is responsible for overseeing the activities of the Registries of the United Nations Dispute Tribunal and the Registry of the United Nations Appeals Tribunal.

4.3 The core functions of the Principal Registrar are:

(a) Coordinating the substantive, technical and administrative support to the judges of the two Tribunals in the adjudication of cases, including distribution of cases, in particular by monitoring and enforcing compliance with the rules of procedure of the Tribunals by the parties;

(b) Coordinating and monitoring the maintenance of the Tribunals' registers and the publication and dissemination of the decisions, rulings and judgements rendered by the Tribunals;

(c) Coordinating and monitoring the maintenance of the Tribunals' case law and jurisprudence databanks and reporting on the work of the Tribunals, through the Secretary-General, to the General Assembly and other bodies, as may be mandated;

(d) In consultation with the Executive Director, ensuring optimal use of the human and financial resources allocated to the Tribunals; analysing the implications of emerging issues in the Tribunals; and making recommendations on possible strategies and measures;

(e) Advising the Executive Director on administrative, human resources and logistical matters related to the Registries' operational activities and coordinating the preparation of reports on the administration of justice and their presentation to intergovernmental bodies, such as the General Assembly and its committees and the Advisory Committee on Administrative and Budgetary Questions, as appropriate;

(f) Representing, as required, the Executive Director at meetings of intergovernmental bodies, at meetings with United Nations and non-United Nations officials and at international, regional or national meetings.

Section 5
Registry of the United Nations Dispute Tribunal

5.1 The United Nations Dispute Tribunal has three Registries, located in Geneva, Nairobi and New York respectively.

5.2 Each Registry is headed by a Registrar who is accountable to the Principal Registrar.

5.3 Under the authority of the Principal Registrar, without prejudice to the authority of the judges of the United Nations Dispute Tribunal in relation to judicial matters, each Registrar is responsible for the management and proper functioning of the Tribunal in the relevant duty station.

5.4 The core functions of the Registrars are:

(a) Providing substantive, technical and administrative support to the judges of the Tribunal in the adjudication of cases, including by enforcing compliance with the rules of procedure of the Tribunal by the parties and editing outputs of the Tribunal, and by identifying cases that are amenable to informal resolution, such as mediation;

(b) Maintaining the Tribunal's registers and managing the publication and dissemination of the decisions, rulings and judgements rendered by the Tribunal;

(c) Maintaining the Tribunal's case law and jurisprudence databank;

(d) Preparing input for reports on the work of the Tribunal to the General Assembly and other bodies, as may be mandated, and representing the Tribunal in relevant bodies;

(e) Managing the human, financial and other resources allocated to the Registry, as required;

(f) Analysing the implications of emerging issues in each Registry and making recommendations on possible strategies and measures;

(g) Advising the Principal Registrar on administrative, human resources and logistical matters related to the Registries' operational activities, including distribution of cases;

Section 6
Registry of the United Nations Appeals Tribunal

6.1 The United Nations Appeals Tribunal has a Registry located in New York.

6.2 The Registry of the United Nations Appeals Tribunal is headed by a Registrar who is accountable to the Principal Registrar.

6.3 Under the authority of the Principal Registrar, without prejudice to the authority of the judges of the United Nations Appeals Tribunal in relation to judicial matters, the Registrar of the Tribunal is responsible for the management and proper functioning of the Registry of the Tribunal.

6.4 The core functions of the Registrar are:

(a) Providing substantive, technical and administrative support to the judges of the Tribunal in the adjudication of cases, including by enforcing compliance with the rules of procedure of the Tribunal by the parties;

(b) Maintaining the Tribunal's registers and managing the publication and dissemination of the decisions, rulings and judgements rendered by the Tribunal;

(c) Maintaining the Tribunal's case law and jurisprudence databank;

(d) Preparing inputs for reports on the work of the Tribunal to the General Assembly and other bodies, as may be mandated, and representing the Tribunal in relevant bodies;

(e) Managing the human, financial and other resources allocated to the Registry, as required;

(f) Analysing the implications of emerging issues in the Registry and making recommendations on possible strategies and measures;

(g) Advising the Principal Registrar on administrative, human resources and logistical matters related to the Registry's operational activities.

Section 7
Office of Staff Legal Assistance

7.1 The Office of Staff Legal Assistance is headed by a Chief who, without prejudice to his or her responsibility to provide legal assistance to staff members in an independent and impartial manner, is accountable to the Executive Director.

7.2 Under the authority of the Executive Director, the Chief is responsible for the management and proper functioning of the programme of legal assistance to staff members in the internal justice system, including in administrative, disciplinary and appellate proceedings before the United Nations Dispute Tribunal and the United Nations Appeals Tribunal.

7.3 The core functions of the Chief are:

(a) Ensuring the effective and efficient discharge of the unit's mandate by developing concepts, structures and procedures in the management of cases;

(b) Coordinating representation of staff members and supervising the work of the staff of the unit, including those located in Addis Ababa, Beirut, Geneva, Nairobi and New York;

(c) Managing the human, financial and other resources allocated to the unit, as required;

(d) Developing standard procedures and monitoring and reporting mechanisms and innovative ideas in problem prevention and dispute resolution;

(e) Preparing input for reports on the work of the unit to the General Assembly and other bodies, as may be mandated, and representing the unit in relevant bodies;

(f) Analysing the implications of emerging issues in the unit and making recommendations on possible strategies and measures;

(g) Advising the Executive Director on administrative, human resources and logistical matters related to the unit's operational activities.

Section 8
Final provision

The present bulletin shall enter into force on the date of its issuance.

(Signed) **BAN** Ki-moon
Secretary-General